

## Forest Certification Work Instruction

**Date of Draft Document:****Effective Date:** February 7, 2006**Revision Number:** 1**Supersedes Version Dated:** June 20, 2005**Work Instruction Title:** 6.3 SFI Involvement and the Michigan State Implementation Committee**Work Area Group:** 6 - Recreation and Education**Purpose:** To define the Department's involvement with the SFI State Implementation Committee (SIC)**Work Instruction:**

1. The FMFM Chief will appoint a representative to serve on the SFI State Implementation Committee; additional staff will attend SIC meetings as appropriate. Attend semi-annual meetings of the Michigan State Implementation Committee and staff participation in subcommittees including:
  - Loggers training subcommittee
  - Inconsistent practices subcommittee
  - Communications (public outreach) subcommittee
  - Annual Report Subcommittee
2. Utilize the SFI inconsistent practices reporting system (800-474-1718) to address concerns raised by public and external stakeholder groups. Identify a communications process specific to handling inquiries and complaints.
3. Report annually to the SFI Program on compliance with standards. Maintain appropriate level of record keeping and documentation as required by Michigan State Implementation Committee.
4. The SIC FMFM representative will be responsible to communicate decisions and policy changes from the SIC to the rest of the department.

**Scope:** (All State Forest Land and Affected Divisions): ☒ State Forest Land ☒ Other: Office of Communications☒ DNR – FMFM☒ DNR – Wildlife☒ DNR – Fish☒ DNR – Law☐ DNR – Parks**Responsibility and Role:** (Staff who will implement or supervise this instruction)

Job Title/Division	Role
Division Chief / FMFM	Assign Department representative to SIC
Department SIC representative / F M F M	Participate on the SIC
Others as assigned	Participate on SIC subcommittees
Forest Certification Specialist/ FMFM	Prepare annual reports, participate on SIC committees

**Training/Skills:** (Those required to accomplish work instruction)

Item	Brief Description of Skill or Course	Exists/ New
	Familiarity with SFI standards and SIC procedures	<input type="checkbox"/> E <input checked="" type="checkbox"/> N
		<input type="checkbox"/> E <input type="checkbox"/> N

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**References:**

2005-2009 SFI Standard

Management Review Process Work Instruction

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**Monitoring:**

SFI annual compliance report

DNR representative communications on SIC

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**Records:**

SIC meeting minutes

SFI annual compliance report

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